

City of Millbrae

Request for Information (RFI) for Dark Fiber

Description: The City of Millbrae is looking for information from qualified vendors for the installation of dark fiber in support of economic development plans that the City wishes to undertake over the next 3 to 5 years.

Contact Information: George Mozingo

GMozingo@ci.millbrae.ca.us

(650) 259-2331

Date RFI Issued: July 22, 2015

Questions Due: August 5, 2015 at 5pm PST

Date Responses are due: August 19, 2015 at 5pm PST

Submission Requirements: Please email one electronic copy of the requested information in PDF format to George Mozingo (GMozingo@ci.millbrae.ca.us) by the indicated due date and time.

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The City of Millbrae plans to issue a request for proposals (RFP) for high speed fiber optic connectivity, as part of its efforts to ensure every residence and business in Millbrae has access to world-class, high-speed Internet access. This RFI is issued as part of the RFP process, and seeks information that the City can use to develop a final RFP for deployment of high speed fiber optic connectivity.

Because the RFI is being issued as part of the RFP process, and because the City wishes to encourage those who may later choose to respond to the RFP to submit information about existing networks, the City will treat responses to this RFI as confidential so long as the process is ongoing or as otherwise allowed by law.

However, information that is not a trade secret or otherwise protected from disclosure under the California Public Records Act may be subject to disclosure once the RFP issues, and a contract is awarded, or if the City determines that an RFP should not issue. Therefore, any entity that submits material that is protected from disclosure by law must carefully follow the procedures in Section 3.1 below. Failure to follow these procedures may result in waiver of rights to protect information from disclosure. Generically marking a response as “confidential” is not adequate.

Responding to this RFI is not a pre-requisite for responding to any subsequent solicitations relating to the high speed fiber optic project, or any other RFP the City may issue with respect to communications services or facilities.

This RFI is for planning purposes only in connection with the development of the RFP. It is neither a solicitation notice nor an RFP. Responses to the RFI are not offers and cannot be accepted by the City of Millbrae to form a binding contract. This RFI shall not limit any rights of the City, and the City reserves all its rights including, but not limited to, its right to elect not to procure the facilities and/or services that are the subject of this RFI and its right to procure them from a vendor that has not responded to this RFI.

1.0 Background on the City of Millbrae

Located in the middle of San Mateo County and halfway between San Francisco and Silicon Valley, the City of Millbrae (Millbrae) is adjacent to the San Francisco International Airport. Millbrae is between the hills that separate the Pacific Ocean from the San Francisco Bay. Major freeways border both its eastern and western boundaries, making Millbrae easily accessible from all parts of the Bay Area. Many hillside homes enjoy beautiful bay views. The City has twelve local parks and the Green Hills Country Club that add to the charm of the residential community.

Millbrae's economic community is a mix of retail, shopping, restaurants, service businesses and hotels, Located just 15 miles south of the City of San Francisco, Millbrae's proximity to world famous cities, transportation networks, and an affluent community, plus an abundance of prime real estate along heavily trafficked corridors, represents an attractive opportunity for potential business. The area near the Millbrae Intermodal Station presents opportunities for transit-oriented mixed-use land uses with higher density near the station and along the El Camino Real Corridor.

- Located in the heart of the San Francisco Bay Area, the birthplace of world-class businesses
 - 15 minutes away from San Francisco; 25 minutes away from Silicon Valley
 - Convenient and direct access to San Francisco International Airport via BART
 - Available property located along major transportation corridors, including historic El Camino Real, Broadway, and Millbrae Avenue
 - Downtown located within walking distance of Millbrae Station, the largest intermodal station west of the Mississippi (provides access to BART, Caltrain, SamTrans, and future High Speed Rail)
 - Downtown located within walking distance of nearby high density residential developments
 - Situated between two major highways: Interstate 280 and Highway 101
- Located within 30 minutes of Stanford University and the UC Berkeley

2.0 Project Goals

Millbrae sees benefit in being able to offer its citizens, businesses and local government high speed fiber optic connectivity, including Internet access. Similar to what water and power were in the early 1900's, high speed connectivity and Internet access is now.

Millbrae is home to one of the Peninsula's largest intermodal mass transit stations, connecting BART, Caltrain, SFO Airport and SamTrans at a single, easily accessible location. It straddles El Camino Real and is minutes away from highways 101 to the east and 280 to the west.

Millbrae plans to develop additional connectivity options for pedestrians, bicyclists and transit users to key destinations, in addition to high density housing and office space. Having a dark fiber infrastructure connecting the new developments to the existing businesses, communities and City Hall is viewed as a key component of the economic development plans. Bringing additional businesses and residents to Millbrae will allow the City to continue to grow and prosper while mitigating the need to increase taxes.

The map included on Page 4 indicates the areas of future development and internally developed fiber routes. Millbrae is looking for qualified vendors who can provide additional ideas on the quantities (number of strands) and fiber routes to best meet future economic development goals.

In summary, the goals are:

1. Connect the new developments together with dark fiber (indicated on the map).
2. Provide fiber to existing downtown areas between El Camino Real and Broadway. This may later be utilized for Wi-Fi
3. Terminate the dark fiber at the Millbrae City Hall, located at 621 Magnolia Ave, Millbrae, CA 94030.
4. There will be two racks available for terminating the fiber and for any network related equipment located at City Hall.
5. Future phases of the project may include connecting to an ISP provider, such as those at 200 Paul and/or Palo Alto Internet Exchange.

3.0 Submission of Responses

Respondents are requested to provide an electronic response via email to:

George Mozingo

GMozingo@ci.millbrae.ca.us

(650) 259-2331

Any questions regarding this RFI should be submitted via email to GMozingo@ci.millbrae.ca.us by 5pm PST on July 17, 2015.

3.1 Submission Requirements

Each submission must be accompanied by a cover letter that references the title of this RFI, contains a general statement of the purpose for submission, and includes the following information:

All responses should include the following information in the order outlined below:

1. Company Information
 - a. Company overview, history and length of time in business.

- b. Company qualifications and experience.
 - c. Other “value adds” or ways you can help Millbrae accomplish its goals.
 - d. Three references for similar projects, one of which should be for a government or public agency. Please provide name, contact information, and project description, as references will be checked.
2. Description of proposed routes, including:
- a. Method of construction (aerial, underground etc.).
 - b. Ability to provide conduit, poles and other facilities required to provide dark fiber.
 - c. Location of conduit or other facilities are required that cannot be provided.
3. Detailed maps of proposed fiber routes and interconnection points.
- a. Include fiber characteristics for each route, including age of fiber, number of available strands and expected fiber characterization test results
 - b. Splice locations for each route
 - c. How many strands are available or recommended to be pulled for each route, including ability to accommodate future expansion (i.e. additional strands are required).
4. Draft schedule for the work proposed. Assume Day 1 is when approval to begin work is received and provide estimates for:
- a. Construction
 - b. Fiber splicing and termination
 - c. Testing and documentation
 - d. Any other milestones you feel are appropriate

For example, construction 90 days, splicing and termination 30 days, testing and documentation 30 days. Total estimate of 150 day. (these numbers are of illustrative purposes only). Include assumptions in your schedule.

5. Rough order of magnitude pricing for proposed solution. These numbers will only be used for budgeting and planning purposes, and will not be considered a commitment by either party.
- a. Pricing for non-reoccurring costs should be separated from reoccurring costs.
 - b. If appropriate, pricing models and/or discounts. For example, if increasing non-reoccurring expenses decreases reoccurring expenses, or if there is a discount for quarterly, semi-annual or annual payments.

- c. 6. Sample SLA and description of maintenance and operations procedures including:
 - a. What is included in proposed routine maintenance.
 - b. Scheduling of outage windows for maintenance.
 - c. Procedures and notification for unscheduled outages.
7. Succession and/or insolvency protection should the business be sold, become bankrupt or otherwise terminate business.

Because the RFI is being issued as part of the RFP process, and because the City wishes to permit those who may later choose to respond to the RFP to submit comprehensive responses that may be useful to their competitors, the City initially will treat responses to this RFI as confidential (except to the extent a respondent chooses to release that information itself). However, the City is subject to the California Public Records Act and must comply with its obligations thereunder. Under the Act, materials submitted may become subject to disclosure once an RFP issues and the City awards a contract, or if the City decides that it will not issue an RFP. Accordingly, each respondent who believes that information contained in an RFI is confidential and not subject to disclosure under the California Public Records Act must mark all information that is confidential.

To ensure that the City is in a position to protect information from disclosure to the extent permitted by law, each submission should confirm Respondent's agreement to indemnify, defend and hold the City of Millbrae harmless by including the following statement:

"The Respondent undertakes and agrees to defend, indemnify and hold harmless the City of Los Millbrae and its Councilmembers, officers, agents, and employees (collectively, the "City") from and against all suits, claims, and causes of action brought against the City for the City's refusal to disclose Respondent's trade secrets or Respondent's other technical, financial or other information to any person making a request pursuant to the State of California Public Records Act (California Government Code Section 6250 et seq.). Respondent's obligations herein include, but are not limited to, all reasonable attorney's fees (both in house and outside counsel), reasonable costs of litigation incurred by the City or its attorneys (including all actual, costs incurred by the City, not merely those costs recoverable by a prevailing party, and specifically including costs of experts and consultants) as well as all damages or liability of any nature whatsoever arising out of any such suits, claims, and causes of action brought against the City, through and including any appellate proceedings. Respondent shall receive prompt notice from the City of any (1) communication to the City challenging the City's refusal to disclose Respondent's information, and (2) any complaint or petition to the court challenging the City's refusal to disclose Respondent's information."

Failure to include the statement above shall constitute a waiver of a Respondent's right to exemption from disclosure.

The City will exercise care in maintaining the confidentiality of submissions, but will not be held liable for any damage or injury that may result from any disclosure that may occur.

Should the City receive a request for disclosure of an RFI response, it will ask the Respondent whether it wishes to maintain its response as confidential. Through the statement above, the Respondent agrees to assume and pay for all costs incurred by the City, including attorneys' fees awarded by a court, if the City receives a request for disclosure and Respondent wishes for the City to maintain the confidentiality of the response.

This RFI is not an invitation for bids or requests for proposals, therefore, no standard City terms and conditions or contractual language is contained herein, nor is it required in Respondents' submissions. No contract award will result from this solicitation.

The City anticipates that based on the information gathered through this RFI process, it will proceed to issue one or more requests for proposals.

4.0 General Terms for RFI

A. Disclaimer

No material submitted in response to this RFI will be returned. Submissions in response to this RFI become the exclusive property of the City and may be used by the City in any way deemed appropriate. All submissions are subject to the California Public Records Act, and may be determined to be public records subject to disclosure, even if the Respondent claims confidential treatment in accordance with this RFI.

B. Financial Responsibility

Respondents are solely responsible for all expenses associated with responding to this RFI. The City accepts no financial responsibility and will not be liable in any way for any costs incurred by Respondents in replying to this RFI, including, but not limited to, costs associated with preparing the submission or participating in any site visits, demonstrations, conferences or oral presentations.

C. Reservations of Rights By The City

This RFI is issued solely for information and planning purposes and does not constitute a solicitation. The issuance of this RFI does not constitute an agreement by the City that any subsequent RFP will be issued or any contract will actually be entered into by the City. The City expressly reserves the right at any time to procure any materials, equipment or services discussed in this RFI by any other means; or determine that no project will be pursued.

D. No Waiver

No waiver by the City of any provision of this RFI shall be implied from any failure by the City to recognize or take action on account of any failure by a Respondent to observe any provision of this RFI.